


SUBJECT	NUMBER	REV	EFFECTIVE DATE	PAGE	OF
				1	

## DEPARTMENTAL OPERATING INSTRUCTIONS

<b>CITY OF RALEIGH, N.C.</b>  <b>Procedure to Master Plan undeveloped or partially developed park sites</b>  DRAFT JAN 2010	<b>MANUAL</b>  Parks and Recreation Department				
	NUMBER	REV	EFFECTIVE DATE	PAGE	OF
		PREPARED BY	APPROVED BY		
		Senior Park Planner	P&R Director City Manager		

### 1.0 Purpose

To establish departmental procedures to reach a Council-adopted Master Plan, Master Plan Amendment or Revision for undeveloped or partially developed (earlier phases) Department of Parks and Recreation (P&R) sites .

### 2.0 Organizations

- 2.1 P&R Design Development Division is Dept lead; other Divisions as appropriate.
- 2.2 Design Resource Team (DRT); Interdepartmental cross-Division representation to ensure all interests are considered.
- 2.3 City of Raleigh Development Services

### 3.0 References

- 3.1 Smutko, S., Addor, M. Smith, C. 2009. *Involving the Public in Park Planning: An Evaluation of the City of Raleigh's Park Master Planning Process.*
- 3.2 Resolution ## Public Participation Policy For Park Planning.
- 3.3 Smutko, S., Addor, M. 2010. *Public Participation Guidelines, Department of Parks and Recreation, City of Raleigh.*

### 4.0 General

- 4.1 All park sites should have a Master Plan, or in the case of small, limited sites such as a playground or mini-park, should have a development or redevelopment plan that is achieved by the use of Best Practices as outlined in Section 3 References.
- 4.2 Best Practices shall be followed whenever possible in terms of effectiveness and efficiency. Best Practices shall include, but not be limited to those outlined in Section 3 References as well as new developments in technology and accepted practices in the field of park, natural resource and public participation planning.
- 4.3 Roles and Responsibilities, as outlined in Resolution ## referenced above in Section 3.2 will be administered as appropriate by the Parks and Recreation Director. Deviations will be at the direction of City Council or the City Manager.
- 4.4 Relationship with other City Departments and partner agencies will include opportunities to participate, review and comment throughout the master plan process. See also Design Review Procedures, Section 5.0 below.
- 4.5 System Integration Planning (SIP) should occur on newly acquired, undeveloped properties as soon as practical. The SIP will include, at a minimum
  - 4.5.1 Comprehensive Plan correlation to the acquisition of property and provision of a system-wide municipal park and recreation program for the City of Raleigh as well as the continuum of park, recreation and open space services for Wake County and the Triangle region.
  - 4.5.2 Special intent or purpose, if any, that may influence either the interim or long term treatment of the property, such as inclusion in a public bond program, deed references, or financial

SUBJECT	NUMBER	REV	EFFECTIVE DATE	PAGE	OF
				2	

consideration such as a grant, lease, easement or partnerships.

- 4.5.3 Property information, such as boundaries, adjoining properties, physical character or features.
- 4.5.4 An inventory of natural resources and cultural features, with an initial assessment to determine if resources or features are significant by established standards such as those of the NC Natural Heritage Program, the NC Office of State Archaeology and/or the NC State Historic Preservation Office.
- 4.5.5 Interim management recommendations for the foreseeable future until a Master Plan is adopted and development is implemented.
- 4.5.6 The opportunity for public review and comment, with oversight by the Parks, Recreation and Greenway Advisory Board. The scope and scale of review should be commensurate with the classification of the park site and ultimate expected use, for example an approximate ½ mile radius for a neighborhood park or city-wide for a special or metro park.

## 5.0 Procedures

All Master Plan, Master Plan Amendments and Master Plan Revisions will adhere to the following procedures. Major renovations or redevelopment to sites or facilities, which in the judgment of the Parks and Recreation Director would substantially modify the property's use or appearance, should adhere as well. The terms Master Plan, Amendment and Revision and major renovation and development are defined in the Public Participation Policy for Park Planning, Resolution ##, referenced in Section 3.

- 5.1 Master Plan actions (Plan, Amendment and/or Revision) shall be included in the City's annual Capital Improvement Plan (CIP). If included in Phase 1 (years 1-5) the site should be identified by name; if in Phase 2 (years 6-10) the site need not be identified. Changes in the Phase 1 CIP, whether from staff, citizens or elected officials should be reviewed by the Department from a perspective of the Comprehensive Plan, updated data and trends and justified as part of the budget review with City Administration.
- 5.2 Major renovations or redevelopment, such as a replacement of a building, playground, or other capital asset may be included in the CIP as part of a larger line item of improvements or upgrades.
- 5.3 The Parks and Recreation Director will be responsible for Master Plan process design with the recommendation by the Design Development Administrator and approval by the City Manager.
  - 5.3.1 The selection of a consultant for Master Plan actions shall follow Standard Operating Procedure 502-4 Retention of Professional and Other Services. Public planning process design and facilitation will be considerations; if possible the selected consultant should provide guidance in process design.
  - 5.3.2 Oversight by the Parks, Recreation and Greenway Advisory Board in process design and schedule is appropriate, in that Board members' direct participation in committees, teams or community meetings is desired.
- 5.4 The Department will make a concerted effort to fully notify individuals and groups affected by the planning and potential development/redevelopment process. The level of notice should be commensurate with the scale and scope of the project and strive to achieve accepted best practices referenced the Resources in Section 3. For instance, notification of adjoining property owners/occupants will always be appropriate; the ½ or 2 mile (approximate) service radius of a neighborhood or community park should serve as a guideline as well; notification should be more wide ranging for linear greenway, nature park and preserve, special park, or metro-level projects.
  - 5.4.1 At a minimum, notice of any initiation of a planning effort (first public meeting or opportunity for review and input) should be 30 days prior to an event. This will include adjoining properties, appropriate neighborhood and Citizen Advisory Councils, appropriate Boards and Commissions and effective signage on or near the site.
  - 5.4.2 Subsequent meetings and actions should strive for a two week notice; publishing a meeting process schedule is preferable. At a minimum all meetings should meet statutory requirements for advertising and conducting public meetings.

SUBJECT	NUMBER	REV	EFFECTIVE DATE	PAGE	OF
				3	

- 5.4.3 Distribution of meeting notices, summaries, draft plans and other project information will take advantage of neighboring facilities (such as community centers), City of Raleigh web site(s) and all other reasonable means of communicating with interested citizens and groups. This effort should be built into the project scope and should be evaluated for effectiveness throughout the process and adjusted as necessary.
- 5.4.4 Meeting venues shall strive to create a setting (time, location and frequency) to maximize the opportunity for citizens to participate with respect to the scope and scale of the overall project.
- 5.5 The opportunity for the public to provide input and comment shall be incorporated into all Master Plan actions commensurate to the scope and scale of the project. An outline of the expected public input and comment opportunities should be included as a part of the scope of work for consultants as well as Department-led processes.
  - 5.5.1 The incorporation of public input should be clearly defined to all parties and revisited throughout the process as necessary.
  - 5.5.2 The recording of public input shall be commensurate with the nature of the planning process. For instance, small group discussions can be reported in summary fashion where they contribute to a larger body of community knowledge, whereas public hearing style opportunities may be recorded, transcribed and documented verbatim. These records shall be maintained by the Department and may be included in process records as appendices, meeting minutes, and/or summaries.
- 5.6 It is the responsibility of the Parks and Recreation Director to ensure that the proper government, non-government organizations and partners are informed and included as appropriate in the opportunities to participate in review of the planning process and resulting draft plans.
  - 5.6.1 Internal review shall be by a Design Resource Team of inter-departmental professional staff as well as the City of Raleigh Development Services group at appropriate stages.
  - 5.6.2 Additional review and oversight should be outlined in the planning process and could include, but is not limited to the Raleigh City Council, the Parks, Recreation and Greenway Advisory Board, other City Boards and Commissions, other municipalities, Wake County and the State of North Carolina.
  - 5.6.3 In addition to public participation in the Master Plan actions, the general public will have the opportunity to comment at the schematic design stage after Plan adoption. Specific input by a designated committee or core team, if available will be sought to ensure concurrence with an adopted Master Plan action.
  - 5.6.4 A post-implementation review of both the planning process and design implementation should be performed by the Design Review Team, citizen committee, and/or core team familiar with the project.

Appendix: